

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	<i>Lead Interface Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-351-1414-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Technical Delivery/Application and Development	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
EDDNext Division	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology Branch	7/17/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☐ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Summary Statement (Briefly describe the position's organizational setting and major functions): Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☐ Business Technology Management ☐ Information Security Engineering ☒ IT Project Management ☒ Software Engineering ☐ Client Services ☐ System Engineering Under the general direction of the Information Technology Manager I, the Information Technology (IT) Specialist II serves as the Lead Interface Specialist for the Application Delivery Team supporting enterprise application integrations and interfaces within the Technical Delivery Section, Application Delivery Unit of the Employment Development Department (EDD). The IT Specialist II demonstrates advanced technical leadership and expertise in enterprise integration, interface architecture, and application interoperability. The incumbent serves multiple roles, including subject matter expert for system interfaces, data exchange technologies, and integration strategies, while providing	

technical leadership and oversight for the design, development, implementation, maintenance, and support of interfaces that enable communication between EDD enterprise applications and internal and external partner systems. The incumbent performs a wide range of complex technical and analytical assignments requiring innovative problem-solving, cross-functional coordination, and oversight of application integration and DevOps activities performed by state and vendor staff in support of EDDNext modernization initiatives.

The incumbent serves as a technical advisor to the Information Technology Manager I, Information Technology Manager II, and Division Chief on enterprise integration strategies, interface architecture, and application interoperability. The incumbent acts as the primary point of contact for interface-related questions and provides technical guidance for the design, implementation, enhancement, and support of system-to-system integrations within the Section. The incumbent independently leads complex interface initiatives, develops interface specifications and data mapping documentation, coordinates integration activities across multiple project teams, and ensures interfaces meet business, technical, security, and performance requirements. The incumbent also mentors, trains, and supports section staff in enterprise integration best practices while ensuring adherence to EDD's Service Delivery Discipline Program (SDDP), Hybrid Agile Framework (HAF), and established integration standards to deliver secure, reliable, and scalable interface solutions.

The incumbent contributes to the continued growth of the Information Technology Branch (ITB) as a customer-focused service organization by promoting collaboration, innovation, continuous improvement, and the consistent application of Branch cultural principles while providing constructive feedback and technical leadership to staff throughout the Branch.

Percentage of Duties	Essential Functions
45%	Leads the analysis, design, implementation, enhancement, and maintenance of enterprise application interfaces that enable secure and reliable data exchange between EDD applications and internal and external partner systems. Facilitates and documents interface functional, technical, security, and performance requirements; develops interface specifications, interface control documents, data mapping documentation, and technical design artifacts; and provides technical leadership throughout the Software Development Life Cycle (SDLC) in accordance with EDD's Service Delivery Discipline Program (SDDP), Hybrid Agile Framework (HAF), and enterprise integration standards. Performs complex technical research, feasibility studies, impact analysis, and architectural assessments to develop scalable integration solutions, advises management on enterprise integration strategies and interface architecture, oversees interface development activities performed by State and vendor staff, and ensures all technical deliverables, documentation, and operational procedures meet established quality, security, and performance standards.
30%	Provides technical leadership for interface testing, implementation, production support, and operational maintenance of enterprise integrations by developing and coordinating testing strategies, including unit, system integration, end-to-end, regression, performance, and user acceptance testing (UAT), to ensure data integrity and successful deployment of integration solutions. Monitors production interfaces, investigates interface failures and data discrepancies, performs technical analysis, root cause identification, impact assessments, and problem resolution, and recommends corrective actions and process improvements to improve system reliability, availability, and performance. Conducts technical research and impact analyses related to proposed legislation, application enhancements, and modernization initiatives while utilizing enterprise integration, monitoring, and diagnostic tools to proactively identify risks, resolve issues, and maintain secure, reliable interface solutions.

20%	Serves as the primary technical advisor for enterprise integration and interface-related initiatives by collaborating with solution architects, developers, database administrators, infrastructure teams, vendors, external agencies, project managers, and business stakeholders to design, implement, and support enterprise interface solutions. Prepares technical recommendations, project status reports, interface documentation, executive presentations, and technical briefings; provides enterprise-wide consultation on interface architecture, and integration standards; mentors and trains technical staff on integration technologies, software development methodologies, and enterprise standards; and promotes collaboration, innovation, continuous improvement, and adherence to organizational values, policies, and procedures to support the successful delivery of enterprise technology solutions.	
Percentage of Duties	Marginal Functions	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%		Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%		Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting		Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>		
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☐ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
<i>The IT Specialist II does not supervise, but may serve as a lead and mentor. The IT Specialist II has defined responsibility and authority for decision making related to projects or in an advisory function</i>		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Unit (CPU) Approval		

☐ Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	FNB	7/30/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made: 		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file